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To: Members of the College Council and College Community
From: Instructional Committee
Subject: Agenda for Instructional Committee Meeting on 05/27/2025 at 2 PM

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The Instructional Committee will meet on Tuesday, May 27th at 2:00 PM in Room M-355-7.

<u>AGENDA</u>

I.   Present to vote the Updated RSI Checklist (attached)

   A.   The RSI working group had presented the RSI Checklist using **RSI Rubric** as recommended in the RSI KCC Policy on 03.31.2025 meeting. The draft has been further revised based on comments submitted by the college members. The attached draft will be voted on as an optional resource recommended for faculty self-evaluation and training.

II. Discussion on Grading Scheme

   A.   Discussion on CUNY Uniform Grading Scheme updated June 2024 (page 2) and updating Faculty Handbook (Grading, Page 20).

   B.   Discuss and prepare an explanation for Letter Grade, Explanation, and Quality Points (included in the CUNY Uniform Grading Scheme) and Numeric Equivalences (included in the Faculty Handbook, which can be specific to instructor, and used to connect it in the Brightspace Grading Scheme).

III. Discussion on AI and Academic Integrity Policy

   A.   University's Academic Integrity Policy to incorporate language and examples around AI use within the classroom was passed by the Board of Trustees of The City University of New York and is on page 195 of the June 24, 2024 Calendar. The KCC Faculty Handbook (Page 18) includes all updated links that direct faculty to the Academic Integrity Policy. However, the underlined text is proposed to be added in sample provided in the Handbook to incorporate the AI language as well.

"Sample: KCC affirms the values of intellectual inquiry through its Academic Integrity Policy. All members of KCC's academic community agree to follow the five core values of academic integrity: Honesty, Trust, Fairness, Respect, and Responsibility. Making a positive commitment to these values will support your learning and reduce the risk of failing an assignment/course, and/or suspension from the college, as a result of cheating and/or plagiarizing. **<u>Note that unauthorized use of material and information from artificial intelligence (AI) systems is also considered cheating.</u>** I encourage you to not only become familiar with the Academic Integrity Policy and its definitions of plagiarism and cheating, but also to develop strategies that will help you uphold the policy and ensure your academic success. Please feel free to consult me if you have any questions or concerns."

   B.   Develop Guidelines for AI Use at Kingsborough Community College. This is an example issued by Baruch College.

IV. New Business

   A.   Open the floor for any new topics, proposals, initiatives.

V.   Events/Announcements

VI. Adjournment

Regular and Substantive Interaction
RSI Optional Self-Evaluation Checklist[1]

RSI Purpose and Regulation

Regular and Substantive Interaction is a federal requirement ensuring that online courses provide meaningful instructor-led engagement with students ([34 CFR 600](#)) and differentiates online from correspondence courses. The purpose was to improve the quality of online education by promoting student success, engagement, and learning experience.

RSI Components of Interactions

- **(R)** Scheduled & Predictable
- **(S)** Concerning the Course Material
- **(I)** Initiated by the Instructor

RSI KCC Initiative

KCC College Council voted on the "Regular and Substantive Interaction Policy in Online and Distance Learning" on 05.28.2024 ([p. 5](#)). During the academic year 2024-2025, the Instructional Committee developed this RSI Optional Checklist using SUNY's OSCQR and RSI resources.

RSI Regulations

(4) … substantive interaction is **engaging students in teaching, learning, and assessment,** consistent with the content under discussion, and also **includes at least two** of the following ([34 CFR 600.2](#) "Distance Education")

- Providing direct instruction
- Assessing or providing feedback on a student's coursework
- Providing information or responding to questions about the content of a course or competency
- Facilitating a group discussion regarding the content of a course or competency
- Other instructional activities approved by the institution's or program's accrediting agency"

Intent of Use

This checklist must not be used for faculty observation or evaluation purposes. This checklist may be used for:

- Faculty self-review of the course
- Faculty self-development
- Training and planning

Sources

- [SUNY Onlince Course Quality Review Rubric on RSI](#)
- [OLC QUALITY SCORECARD](#) and [OSCQR Rubric](#)
- [U.S. Department of Education Final Rules on Distance Education and Innovation](#)

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[1] This work is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](#). It was developed and revised by the KCC Instructional Committee of the College Council in Spring 2025, with organizational support from ChatGPT and guidance drawn from the OSCQR rubric and SUNY recommendations.

RSI Optional Self-Evaluation Checklist

Use this optional checklist to help you determine whether your course is aligned with the Regular and Substantive Interaction (RSI) requirements. If you answer "No" to any item and if possible, consider how you might revise your course design or implementation in future semesters.

Course Orientation and Structure

	Yes	No
The course includes a general orientation or 'Welcome/Getting Started' section.	☐	☐
The course includes a module-level to help students navigate content easily.	☐	☐
The course content, assignments, and activities follow a consistent structure and timeline.	☐	☐
A course information area (including the syllabus) clearly outlines expectations.	☐	☐

Interaction and Communication

	Yes	No
Instructor-to-student interaction expectations are clearly defined, scheduled, and predictable.	☐	☐
Expectations for all types of interaction (peer, group, instructor) are clearly communicated.	☐	☐
Activities included in this course may include ice-breaking activities, group activities, presentations, course announcements, planned Office Hours, dedicated discussion forums, and other community-building activities.	☐	☐
Opportunities for students to share and contribute knowledge and experiences are provided throughout the course.	☐	☐

Instructor Presence and Engagement *

	Yes	No
Frequent assessments and coursework require instructor feedback (e.g., written or audio customized feedback, grading rubric, etc.). Automated grading does not count on this question.	☐	☐
Instructor-facilitated group discussions on content are scheduled in a frequent basis (e.g., weekly or biweekly) .	☐	☐
Provide direct instruction or asynchronous videos with a mechanism for students to respond or interact directly.	☐	☐
Clear methods of student-instructor engagement are provided (e.g., office hours, Q&A forums).	☐	☐

Learning Resources and Activities

	Yes	No
The course provides a variety of engaging learning resources.	☐	☐
Activities support critical thinking and real-world application.	☐	☐
Resources and activities support both learning and collaboration.	☐	☐
Activities provide opportunities for ongoing interaction with the instructor.	☐	☐

Assessment and Feedback

	Yes	No
Grading policies and late submission rules are clearly communicated.	☐	☐
Assessments are frequent and follow a predictable schedule.	☐	☐
Assignment criteria are clear and include rubrics or examples.	☐	☐
Opportunities for student self-assessment and reflection are included.	☐	☐

Support and Accessibility

	Yes	No
A 'Welcome' or 'Getting Started' section is included.	☐	☐
Academic and technical support resources are easily accessible.	☐	☐
Students have opportunities to connect with the instructor early in the course (e.g., introduction discussion, bio of the instructor, office hours).	☐	☐
Instructions for all activities and assignments are clear and easy to follow.	☐	☐

Reflection

Based on this optional self-evaluation, do you feel your course is designed to include instructor-initiated interactions that are scheduled, predictable, and academic in nature? Do you plan any changes that could lead to future improvements?